

# West Plains District Family and Consumer Sciences Extension Agent

Lead dynamic health, finance, and family-focused extension programs in West Plains District.

Apply online for [K-State Careers search #521649](#).

For more information visit [extension.ksu.edu/about/careers](http://extension.ksu.edu/about/careers).

## POSITION DESCRIPTION AND RESPONSIBILITIES

Extension agents are professional educators, community connectors and innovators who serve as a link between Kansas State University and communities across Kansas. Agents are jointly responsible to the director of K-State Extension (represented by a designated administrator) and the local extension board.

- Lead the development, implementation, and evaluation of research-based educational programming related to family and consumer sciences. Programming may include but is not limited to: family life, nutrition, food safety, parenting, communication, financial management, leadership, and health.
- Share responsibility for 4-H youth development programming related to family and consumer sciences.
- Share responsibility for community vitality programming that helps our communities become better places to live, work, and play by strengthening social, civic, economic, and technological capacity through leadership development and civic engagement.
- Successful extension programs require agents to:
  - Identify local needs and emerging issues related to K-State Extension's five critical issues (water and natural resources; community vitality; health; developing tomorrow's leaders; and global food systems) by engaging with program development committees and other community organizations and professionals.
  - Design appropriate educational strategies to respond to emerging needs and engage clientele by aligning with the imperatives of the K-State Next-Gen Strategic Plan. Strategies might include educational programming in a community-based setting; events and activities that provide experiential learning opportunities; use of innovative technologies; individual educational consultations; and group facilitation.
  - Collaborate with local partners to meet community and programmatic needs.
  - Recruit and manage volunteers to further the reach and impact of extension programming.
  - Develop and implement strategies to serve all community audiences.
  - Collect and communicate evidence of educational program impact.
  - Cultivate expertise in a subject matter competency area by engaging as a member of a Program Focus Team.
- Pursue internal and external funding to support educational programming.
- Serve as a member of the West Plains District team, cooperating in the planning and delivery of district-wide programming and related events.



## ABOUT THIS ROLE

### Title

Extension Agent.

### Primary responsibility

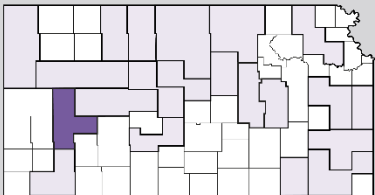
Family and Consumer Sciences programming.

### Search timeline

Search will remain open until filled.

### Location

Offices in Garden City and Scott City, KS; **primary office in Garden City.**



West Plains Extension District consists of Finney and Scott counties in western Kansas. This area is progressive and offers many amenities, making it a great place to live.

When fully staffed, the district's team consists of five agents and two office professionals, who serve the district's 41,900 residents. The team provides relevant, reliable information related to agriculture, family and consumer sciences, horticulture, 4-H and youth development, healthy living, and more.

This agent will serve residents of both counties through research-based health and wellness education and activities.

## MINIMUM QUALIFICATIONS

### Education and experience:

- Bachelor's degree.
- At least 12 credit hours of academic coursework or six months of professional experience related directly to the primary programming responsibilities (e.g., health, finance, family systems).
- Demonstrated academic and/or professional achievement (minimum cumulative GPA of 2.75 on a 4.0 scale or evidence of progressively responsible professional roles).
- Experience delivering information, training, or education to groups or individuals, either in person or through media.
- Leadership experience in supervisory or informal roles.

### Licenses and certifications:

- Must have access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

### Additional expectations:

- This role will require the ability to work with people from various backgrounds and a commitment to supporting and enhancing K-State's initiative for access and opportunity.
- Extension agents work a flexible schedule which will include nights, weekends, and overnight travel.

### Sponsorship eligibility:

- Candidates must be legally authorized to work in the U.S. on an ongoing basis without sponsorship.

## PREFERRED QUALIFICATIONS

### Education and experience:

- Two or more years of professional experience.
- Master's degree.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Experience with volunteer recruitment, support, and management.
- Knowledge of adult and youth teaching/learning processes.
- Experience seeking and administering external grant funding.

### Skills and attributes:

- Commitment to personal and professional development.
- Competence using electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- Skills in group facilitation.
- Ability to communicate effectively with both English and Spanish-speaking learners.

## Salary, Benefits, And Professional Development:

- Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board, and the applicant. **The anticipated hiring salary range is \$46,000–\$70,000.**
- Extension agents are Kansas State University educators and have the Board of Regents retirement plan; eligibility for health and life insurance; and earn vacation and sick leave. See a [complete list of benefits](#).
- Reimbursement for travel related to achieving program objectives.
- New agents will be provided with comprehensive Early Career Professional Development training throughout their onboarding period. This series will include virtual and in-person training and networking opportunities.
- Tuition assistance is available to full-time employees and their spouse/dependents.

## Learn More About Working With K-State Extension:

- Visit the [K-State Extension website](#) or contact Jennifer Wilson via email ([jrwilson@ksu.edu](mailto:jrwilson@ksu.edu)) or phone (785-532-5790).

## Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.

## Background Screening Statement:

Upon acceptance of a contingent offer of employment, candidates will be subject to a background check per [K-State's background check policy](#).